**SUPPLEMENTAL INSTRUCTIONS**

**Illinois Court Appointed Special Advocates**

**Authorization for Background Check For Non Licensed Contract Staff – CFS 718-C**

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 Effective 9/24/20 (to be updated as subsequent revisions are made)

1. CFS 718-C was revised effective **9/2020** (designated in upper-left hand corner of the first page of the 718-C)
2. The 718-C is designed as a form-fillable PDF (may also be completed manually (**NOTE**: for issues of legibility, the preference is to have the form completed on the computer)
3. Volunteer or staff member completing the form:
	1. All instructions **highlighted in yellow**
	2. All information must be completed
	3. Incomplete forms will be returned to IL CASA to be completed (Sections 1, 2, and 3, signature blocks on page 3, and the printed Last Name/First Name which has now been added to the bottom left-hand corner of each page)
	4. **Note**: electronic/digital signatures **are not** accepted, **nor script fonts to mimic cursive writing**. This is a legal document and as such, requires an actual and authentic signature on each of the 3 signature lines
	5. **Note** that Sections 1 and 4 have been populated on the fillable version
	6. If filling out the form manually, the 9/2020 version with the pre-populated fields 1 and 4 **MUST STILL BE USED**
4. 718-C should be checked to ensure:
	1. All information is filled in
	2. All 3 signature lines are signed and dated (1 signature on page 1; 2 signatures on page 3)
	3. Both questions in Section 3 are answered

**TIPS**

1. This document is processed through multiple scans (scanned and sent from local CASA to Chicago CASA office; sent to DCFS, printed, compiled with search and cover letter and then scanned again to the DCFS Background Unit). Faint copies are more frequently being returned because they cannot be read. **Several shades of blue and green inks being used are not reproducing well**. To ensure the best reproduction mode, black ink or typed copies are preferred.
2. Check 718-C before sending to DCFS for quality of copy. If the form is faint, has lines on it, excessive shading, or marks from the scanning process, the result may be to return it for a ‘do-over.’
3. **Note**: electronic/digital signatures are not accepted, nor script fonts to mimic cursive writing. This is a legal document and as such, requires an actual and authentic signature on each of the 3 signature lines.
4. Signature blocks MUST carry the year in which the form is submitted. For instance, a form submitted in 2020 with signatures dated 2019, will be returned to update with the current year.
5. Check the County line in Section 2 – some are misreading that to be COUNTRY and are filling in USA rather than their county of residence.
6. Below is some of the initial information on the process, communicated to IL CASA on **September 26, 2019** when this process was begun. These questions still arise from time to time:
	1. Can we assume that DCFS will be covering the cost of the checks since CASA will only be utilizing these contracted vendors?  **Yes**.
	2. Also, how quickly can we expect to receive the results of the background checks? **The normal turn-around time on this process may take approx. 30 days**.
	3. Is it possible to expedite these procedures since they fall under the category of “employee” checks? **All background checks are considered employee background checks, so the turn-around time remains approx. the same for all background checks**.

The background process is defined in Section 4.0 of your program plan. Of note:

* The agency for background checks is BioMetric Impressions, with multiple locations throughout the state: [www.biometricimpressions.com](http://www.biometricimpressions.com)
* BioMetric Impressions has a page dedicated to the DCFS partnership with detailed information:

 <https://www.biometricimpressions.com/services/illinois-dcfs-fingerprinting/>; on this page there is a link to a 62-page document detailing DCFS background checks – **page 54 is the Non-Licensed Contractors Background Check Procedure Flow Chart – this may be helpful to you in obtaining a visual of the entire process**.